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5 APR 1962

Office of Communications

1690 Alcott

CIA Records Administration Officer

Disposition of SI Cables

1. This is in response to your recent request to []
[] for a decision on the disposition of special
intelligence cables within your area.
2. In response to a similar request from the Office of
Current Intelligence we addressed a reply []
on 9 June 1961. I would like to quote a portion of that reply
as it is also applicable to your request.

"During 1950 a request was initiated within CIA for authority to destroy the Signal Center Cable Files. An agreement was reached at that time to microfilm all CIA cables. These included the cables sent and received, as well as, those received from overseas stations which were sent laterally from field stations. On 26 December 1950 a request for authority to dispose of these records was forwarded to the National Archives.

"Under House Report Number 94, 82d Congress, 1st Session dated 7 February 1951, CIA was granted approval to destroy the Special Operations cables on the basis that the original records were being preserved on microfilm.

[] received your request and looked into the matter she learned that the Signal Center is microfilming all Staff traffic in duplicate, one copy being retained in the Comao Archives and the other copy to the Vital Records Depository for safe keeping. The special intelligence cables are not being microfilmed. Instead the Signal Center indicated that each SI center is responsible for maintaining its own cables.

"Since the volume of your cable traffic is small, less than 4,000 per year, I feel that OCI would find it less expensive to deposit the hard copies of SI cables in the

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Records Center rather than to microfilm these cables. Studies have shown that to keep the hard copy in the Records Center for an average of 30 years is less expensive than to microfilm that copy and store the film. A procedure could probably be worked out whereby your comcenter could set aside the signed release copy of the cable for later deposit in the Records Center. This would be similar to that being done by the FID component."

25X1 3. [] checked with OCI and FID on the present handling of SI cables in those areas. Both offices are setting aside the hard copies (release or signature copies) of outgoing cables originating within their respective areas. On incoming cables these offices are maintaining only those cables which contain their own office indicator. These cables are being filed by station and are being retired to the Records Center on an annual basis for permanent retention. Since it is evident that each comcenter is responsible for its own records we feel that your office may wish to adopt this system for the SI cables carrying your office slug.

4. So long as each comcenter is setting aside a record set of its cables, you may consider cables carrying indicators other than your own as information copies. These can be destroyed on a monthly basis, or, at the end of each year, if you have use for the cables for such period.

5. The other material reviewed [] while in your office was in the nature of transmittals and transitory listings. These we consider nonrecord material which can be destroyed within a short period after action has been completed. 25X1

6. I hope that this information will enable you to reduce the volume of records you have on hand as well as your future accumulations. If further help or information is desired give me a call.



Distribution:

- Orig & 1 - addressee
- 1 - RAO Files
- 1 - File []

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